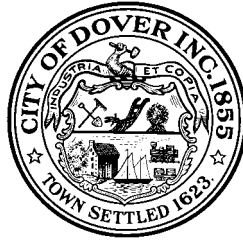


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City of Dover, New Hampshire
OFFICE OF THE FINANCE DIRECTOR

June 28, 2004

REQUEST FOR PROPOSALS #B05002
ENGINEERING CONSULTING SERVICES – ELECTRICAL SYSTEM
UPGRADE OF RIVER STREET PUMP STATION

You are cordially invited to submit a Proposal for Engineering Consulting Services – Electrical System Upgrade of the River Street Pump Station in accordance with the attached specifications, terms and conditions. Prospective bidders are advised to read this information carefully prior to submitting a bid.

Five (5) copies of the Proposal must be submitted in a sealed envelope, plainly marked:

"RFP #B05002 – Engineering Consulting Services – River Street Pump Station"

City of Dover, Purchasing Office
288 Central Avenue
Dover, NH 03820-4169

All Proposals must be received no later than July 21, 2004 at 2:00 p.m. EST

A highly recommended pre-proposal meeting will be held on July 14, 2004 at 9:00 a.m. at the River Street Pump Station, located on River Street in Dover, NH.

Daniel J. Kelly
Purchasing Agent

****IMPORTANT:*** If you are not interested in submitting a quotation on this particular bid request, but wish to remain on our active bid list, please sign and return the attached form with a **NO BID** indication. Failure to respond in this manner will result in deletion from our bid list.

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.

City of Dover Request for Proposals #B05002
ENGINEERING CONSULTING SERVICES – ELECTRICAL SYSTEM
UPGRADE OF RIVER STREET PUMP STATION

The City of Dover, NH is requesting proposals from qualified engineering firms for professional engineering services for an electrical system upgrade of the River Street Pump Station to be used by the Community Services Department – Sewer Division. Miscellaneous information and a scope of services are as follows:

INTRODUCTION:

The City operates a major pump station on River Street, which receives a large daily flow of raw sewage which is then pumped through an approximately four (4) mile long force main to a sewage treatment plant on Middle Road for processing. The City wants to engage the professional services of a qualified engineering firm to review the existing, aging electrical system and all the associated components at this pump station and design new, replacement equipment to make the station operate more efficiently and cost effectively. The current system has been in place for approximately thirteen (13) years since the station first opened.

GENERAL REQUIREMENTS:

Consulting firms submitting proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

All proposals must be received *no later than* 2:00 p.m. EST on Wednesday, July 21, 2004 by the office of the Purchasing Agent, located at:

Dover City Hall
Finance and Purchasing Department
288 Central Avenue
Dover NH 03820

Proposals must be submitted in a separate sealed envelope plainly marked "Engineering Consulting Services – Electrical System Upgrade River Street Pump Station". The submittal package shall include five (5) copies of the technical / qualifications proposal. In a separate envelope, only one cost proposal for supplying the requested engineering services shall be submitted. This envelope shall be clearly marked "Engineering Consulting Services – Electrical System Upgrade River Street Pump Station – Cost Proposal". No late, telephone or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the firm submitting the proposal. The City of Dover reserves the right to select or reject any consultant firm that it deems to be in the best interest to accomplish the project specified. The City reserves the right to accept the proposal on one or more items of the proposal, on all items of a proposal or any combination of items. The City reserves the right to discontinue the selection process at any time prior to the awarding of the contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The City reserves the right to waive defects and informalities of the proposals.

City of Dover Request for Proposals #B05002
ENGINEERING CONSULTING SERVICES – ELECTRICAL SYSTEM
UPGRADE OF RIVER STREET PUMP STATION

A non-mandatory pre-proposal meeting will be held on Tuesday, July 14, 2004 at 9:00 a.m. at the River Street Pump Station, located on River Street, Dover, NH.

PROPOSAL CONTENT:

Any firm responding to this solicitation shall identify and provide complete background information on the firm itself, as well as on key personnel to be directly involved in this important City project.

At a minimum, all firms must meet the following minimum criteria to be considered responsive. Any firm not meeting these minimum criteria shall be considered non-responsive and their Proposal shall be rejected. Documentation must be enclosed that verifies the following statements:

1. The firm has performed electrical design services for municipal or local government clients for the past ten (10) years.
2. The firm has performed at least five (5) electrical design services contracts for the upgrade of electrical systems at a wastewater or water treatment plant.
3. The firm has at least three (3) Electrical Engineers on staff with professional registration in the state of New Hampshire who can / will perform the electrical design services sought through this RFP.
4. Reference of five (5) firms for which Electrical Design has been performed.
5. The firm has extensive experience in the application of Variable Frequency Drives at wastewater treatment facilities.
6. The electrical engineer(s) must have demonstrated experience in Variable Frequency Drives and SCADA technology as it applies to wastewater pumping systems.

ENGINEERING SCOPE OF SERVICES:

The project scope of services requires engineering services during design, bidding, construction, start-up and closeout of the project. The scope of engineering services during design and bidding is described below.

Engineering Services During Design

Engineering services during design shall include the following tasks:

1. Attend a project kickoff meeting with staff from the City of Dover and review existing conditions.
2. Conduct a thorough evaluation of all available information related to the required electrical system and equipment upgrade. Become thoroughly familiar with the existing equipment and conditions in the River Street Pump Station. Design replacement Variable Frequency Drives (VFDs) to replace two 6000-HP and two 100-HP existing VFDs. Design new ultra-high-efficiency main power transformers.

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3. Most of the electrical and instrumentation equipment and process equipment with a motor and other electrical devices serving the pump station has been in service for about 13 years. Inspect each item of equipment that is connected to the electrical system as part of the scope of the design work to make a determination regarding suitability for service. If the item is not suitable for service, the final design drawings and specifications shall include a suitable replacement that performs the same functions.
4. The specifications shall include a section describing the sequence of construction and maintenance of station operation requirements associated with the construction of the required work. The sequence schedule and maintenance of plant operation requirements shall be fully coordinated with the operating staff.
5. Provide an estimated schedule for the proposed work including bidding, construction, start-up and testing phases.
6. Prepare an opinion of probable construction cost based on the final design drawings and specifications.
7. Prepare stamped final design drawings and specifications suitable for public bidding purposes showing all required work for upgrading all existing electrical systems and other powered equipment not being upgraded.
8. Attend a minimum of three (3) coordination meetings with city representatives to ensure the final design is fully coordinated.
9. Submit stamped final design drawings and specifications suitable for public bidding within six (6) weeks or less of a Notice To Proceed.
10. Submit a 75% design submittal to City of Dover for review and comment within four (4) weeks (30 days) of a Notice to Proceed. The 75% design submittal shall include all intended final design drawings and all required specifications. Prepare a written response to each review comment. Review comments shall be incorporated into the final stamped design submittal.
11. Assist the City of Dover with bidding of the project.

Engineering Services During Bidding

The firm shall assist the City in obtaining bids for the construction contract. The City shall advertise for bids, issue copies of the documents to prospective bidders, and maintain the bidders list. Engineering services during bidding services shall include the following tasks:

1. Coordinate and attend one (1) pre-bid conference for the contract to describe the project to prospective bidders and equipment suppliers. Prepare minutes of the pre-bid conference including written responses to questions raised at the conference.

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2. Respond to inquiries from contractors, subcontractors, suppliers, etc. through the City. Document all inquiries and draft responses.
3. Advise the City as to the acceptability of substitute materials and equipment proposed by Contractors.
4. Produce any required addenda to the drawings and specifications or other related documents during the bidding period.
5. For the three (3) apparent low general bidders for the contract, provide the following services:
 - Advise the City as to the acceptability of construction qualification statements, supporting documentation, subcontractors and other persons and/or organizations proposed by the general bidder.
 - Determine if the general bidders are financially and technically qualified to perform the required work.
 - Evaluate the bid forms for the contract to determine if the bids are complete, accurate, balanced, and responsive.
 - Submit a written recommendation to award the contract to the lowest qualified bidder.
6. The City may, at its option, elect to bid the VFDs separately from the electrical demolition and installation work. In that case, bid documents shall be suitable prepared.

CONSTRUCTION MONITORING SERVICES:

The Firm shall provide one (1) part-time on-site project representative during the construction period of the construction contract. Construction monitoring shall include the following:

1. Review all daily written reports from the contractor documenting work performed, work scheduled, problems observed, unusual events, and weather conditions.
2. Confirm, based on observation, that the work is being done in accordance with the contract documents.
3. Observe work at the site as necessary to become familiar with the progress and quality of work, and to determine in general if the work is proceeding in accordance with the contract documents and good construction practice.
4. Consult with the City as appropriate to (1) keep the City informed of the progress and acceptability of the work, (2) advise the City of any known defects and deficiencies in the work, (3) notify the City of any work that does not conform to the contract documents.
5. Furnish to the City periodic written reports as required of progress of the project and of contractor's compliance with the contract documents and the contractor's progress schedule.

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UPGRADE OF RIVER STREET PUMP STATION

6. Inspect all site restoration activities, and submit to City and contractor a list of observed items requiring completion or correction. Conduct a final inspection of the work in the company of a city representative and contractor.
7. Assist the City and the contractor in the planning and coordination of other construction related activities.
8. Advise the City, in writing, of all non-conforming work (unless such non-conforming work is expressly accepted in writing by the City) and, with the City approval.
9. Take responsibility for meeting with visitors to the site, including Regulatory Officials, after informing the City of such visitors but, before any such visits take place.

The construction monitor and project engineer shall provide contract administration services including:

1. Maintain the construction phase files of the project on behalf of the City.
2. Interface with and provide direct contact with the contractor.
3. Assist the City in resolving any issues arising during the construction period.
4. Assist the City in determining or interpreting the performance requirements of the contract documents.
5. Provide documentation, as needed, relating to claims, disputes, and other matters in question between the City and the contractor.
6. Review shop drawings on behalf of the City.
7. Review invoices submitted by the contractor.
8. Prepare as-built drawings based on markups provided by the contractor.
9. Assist with project start-up and closeout.
10. Resolve issues impacting the completion of the project.

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INSURANCE:

The consultant shall furnish the City satisfactory proof of the firm's carriage of insurance in the form of a Certificate of Insurance from their provider.

The following insurance must be provided during the life of the project. The minimum limits of liability shall be as follows:

- A. Professional Liability:
\$1,000,000 limit per claim and in the annual aggregate.

- B. General Liability:

General Aggregate:	\$2,000,000
Products-Comp/Opp Agg.	\$1,000,000
Personal & Adv. Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (one fire)	\$ 50,000
Med. Expense (one person)	\$ 5,000

- C. Worker's Compensation and Employer's Liability:

\$600,000 each accident
\$500,000 disease – policy limit
\$500,000 disease – each employee

SELECTION:

From the proposals submitted by qualified consulting firms, the City may select finalists for an interview. The final selection will be based upon:

- Firm's qualifications
- Experience of the firm and individuals on similar projects
- Understanding of the Project Scope
- Approach for completing the work
- References from like work experiences
- Costs for services to be provided
- Commitment to project timelines
- Any other criteria determined appropriate by the City

**City of Dover Request for Proposals #B05002
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MISCELLANEOUS:

The consultant selected **may** be required to execute an Agreement for Professional Services, depending on the scope of services requested.

Firms responding should include both US 254 and US 255 forms for review by City staff.

Questions should be directed to either Doug Steele, Superintendent of Public Works and Utilities at (603) 516-6462 or Daniel J. Kelly, Purchasing Agent, at (603) 516-6030.

PRICING

In the separate cost proposal the engineering company shall submit an estimated total man-hours summary, with hourly rates, required to complete the services requested in this RFP and its response to same. A not-to-exceed engineering cost shall be identified based on the specified scope of services. A rate schedule for different types of personnel shall be enclosed for possible use at a later date in the event of a change in the final scope of services provided by the firm selected.

Submitted by:			
Warranty/guarantee:		Price holds for:	
Date:		Start-up date:	
Telephone #:		Fax:	
Signature:		Title:	
Fed ID# or SS# (please specify:			

Check here if appropriate: _____ (X) NO BID

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations. The FOB point is always to be Dover unless otherwise stated by the bidder. An FOB point other than the City of Dover must be so stipulated by the bidder.

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BID, RFP AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The City of Dover reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. **FOB POINT IS ALWAYS TO BE DOVER, N.H. UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER.** If the bidder has any special payment or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Purchasing Office **will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.**